1   TASK DETAIL (TASK)

This screen is used to display, add or modify the tasks that have been assigned to the identified responsible parties to assist the specific client in achieving the short term and permanency goals that have been set. Workers can enter the frequency of the task as well as if the task was achieved. If the task was not achieved, workers can enter a reason code.

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CAFSTASK                      TASK DETAIL                    06/29/2016     15:11
USER ID : C74142CS    MODIFY                                        PAGE NO: 001
CAPS ID : 00001654       00      NAME: DOE, ANNETTE

TO SELECT :   A=ADD,   C=COPY,   M=MODIFY,   D=DELETE
START FROM:                      TASK TYPE:

                                RSP   FREQNCY      DATE      A C H I E V E D:
SEL TASK DESCRIPTION            PTY  QTY   PER   IDENTIFIED Y/N    DATE      RSN
 _    CMO CASE MONITORING        W         TBA   06/05/2016
         OTHER RSP PTY-CAPS:            WORKER: C74142SW   PROVIDER:        000
         ADDL DESC:
 _    ASR ATTEND SCHOOL REGU     C   001   DAY   06/01/2016
         OTHER RSP PTY-CAPS:            WORKER:           PROVIDER:        000
         ADDL DESC:
 _    CDE CHEMICAL DEPENDENC     P   001   SES   06/01/2016  Y  06/01/2016
         OTHER RSP PTY-CAPS:            WORKER:           PROVIDER: 0001054  001
         ADDL DESC:
 _    CDE CHEMICAL DEPENDENC     O   001   SES   06/01/2016  Y  06/15/2016
         OTHER RSP PTY-CAPS: 00001655  WORKER:           PROVIDER:        000
         ADDL DESC:



                                                                    PATH:  _
```

The "Start From" field can be entered to view all tasks identified from that date forward. The task types may be entered in the "TASK TYPE" field (F12 look up) to produce a list of specific types of tasks.

The user can enter new tasks or update existing tasks on this list. If no tasks exist on the system for the specified client, this screen will be displayed with blank, enterable lines.

1.1   ADD NEW TASKS

If the F11-ADD function key is pressed, the screen will be redisplayed with the all lines blank and enterable.

An 'A' is entered in the select field and then the worker can complete the following fields:
- ➢ TASK
  - ❖ Required field

- ➢ RESP PTY
    - ❖ Use F12 to lookup the responsible party or type the code in the RSP PTY field.
    - ❖ Required field
- ➢ FREQNCY QTY
    - ❖ Type in the number of times the task will occur.
- ➢ FREQNCY PER
    - ❖ Use F12 to fill the FREQNCY PER field with the unit wanted (WEEK, MONTH, etc.)
    - ❖ Required field
- ➢ DATE IDENTIFIED
    - ❖ Date may be entered or if this is the current date, may be left blank and should be populated when enter is pressed.
- ➢ ACHIEVED: Y/N
    - ❖ If 'N' is entered ACHIEVED: RSN is required.
- ➢ ACHIEVED: DATE
- ➢ ACHIEVED: RSN
    - ❖ Only required when ACHIEVED: Y/N is 'N'.
- ➢ OTHER RSP PTY – CAPS
- ➢ WORKER
    - ❖ Required field
- ➢ PROVIDER
- ➢ ADDL DESC

1.2 MODIFY TASKS

If there are existing tasks an 'M' (Modify) is entered in the select field, the screen will be displayed with the selected line being modifiable.

1.3 COPY TASKS

When a 'C' (Copy) is entered and the F10-RELL function key is pressed, the system will display the Relationship List (RELL) screen. The user will be able to select other clients related to the specified client. The system will create task records for those selected persons with the selected tasks, along with any text.

1.4 DELETE TASKS

If a 'D' (Delete) is entered in the select field, and the F4-DEL function key is pressed, the task and any links with problem records will be deleted.